

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

COVER SHEET FOR AMENDMENT OF  
POST-TRAVEL SUBMISSION

2018 AUG 15 PM 3:57

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Courtney Cardin  
Employing Office/Committee: Homeland Security & Governmental Affairs Committee  
Travel Expenses Paid by (List all sources): Partnership for a Secure America  
Travel Date(s): 5-12-18 - 5-13-18  
Description/Title of Attached Forms: Private Sponsor Travel Certification Form

Purpose of Amendment (describe the reason for amending original submission): PSTCF Form not  
Included in post-travel submission

8/14/18  
(Date)

C Cardin  
(Signature of Traveler)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
Partnership for a Secure America
2. Description of the trip: Congressional staff weekend of foreign policy and national security lectures.
3. Dates of travel: May 12-13, 2018
4. Place of travel: Airle Conference Center, Warrenton, VA
5. Name and title of Senate invitees: See Attached List
6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
– OR –  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
– AND –  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
– AND –  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



00000000004684

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

---

---

---

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Partnership for a Secure America (PSA) is solely responsible for planning and conducting this trip.

---

---

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring

together staff from both parties to build cross-party relationships and discuss diverse perspectives on

pressing issues in the national security and foreign policy arena.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the eighteenth such trip of this nature.

---

---

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to this congressional staff program, PSA releases high-level bipartisan policy statements on a range of foreign policy topics. These statements are generally available to the public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$35 (Coach Bus)	\$90 (For One Night)	\$77 (For 2 days)	\$191 conference services (over 2 days). This includes cost of breakout room, A/V equipment, and incidental snacks/refreshments.

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

It is close to Washington, DC, but also provides a remote setting that will encourage participants to step outside their daily roles as Senate staff.

19. Name and location of hotel or other lodging facility:

Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187.

20. Reason(s) for selecting hotel or other lodging facility:

It provides all necessary accommodations in one location that is close to Washington, DC for a one night trip. The lodging and conference location is all the same.



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meals and lodging are below the per diem rate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be transported by a coach class bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: \_\_\_\_\_

Name and Title: Nathan Sermonis, Executive Director

Name of Organization: Partnership for a Secure America

Address: 1629 K Street NW, Suite 450, Washington, DC 20006

Telephone Number: (202) 293-8580

Fax Number: N/A

E-mail Address: sermonis@psaonline.org

00000000004686



PARTNERSHIP FOR  
A SECURE AMERICA

## Congressional Partnership Program Retreat Spring 2018

### Saturday, May 12<sup>th</sup>

1:30 pm	Depart from Union Station, Washington, DC
3:00 – 4:00 pm	Arrive at Airlie Conference Center & Check-in
4:00 – 5:00 pm	Material Review and Preparation
5:00 – 5:30 pm	Opening Remarks and Review of Agenda: Nathan Sermonis, PSA
5:30 – 7:00 pm	Airlie House – Meadow Room <b>Guest Speakers:</b> Ambassador Robert Gallucci, Former Ambassador-at-Large and Special Envoy for the U.S. Department of State <b>Topic:</b> Negotiating with North Korea
7:00 – 7:30 pm	Federal Room Pre-Dinner Reception Informal conversations with guest speakers
7:30 – 9:00 pm	Federal Room Keynote Dinner <b>Guest Speaker:</b> Ambassador Ryan Crocker <b>Topic:</b> Global Challenges for Today and Tomorrow
9:00 – 10:00 pm	Federal Room After-Dinner Reception Informal conversations with guest speakers

00000000004687



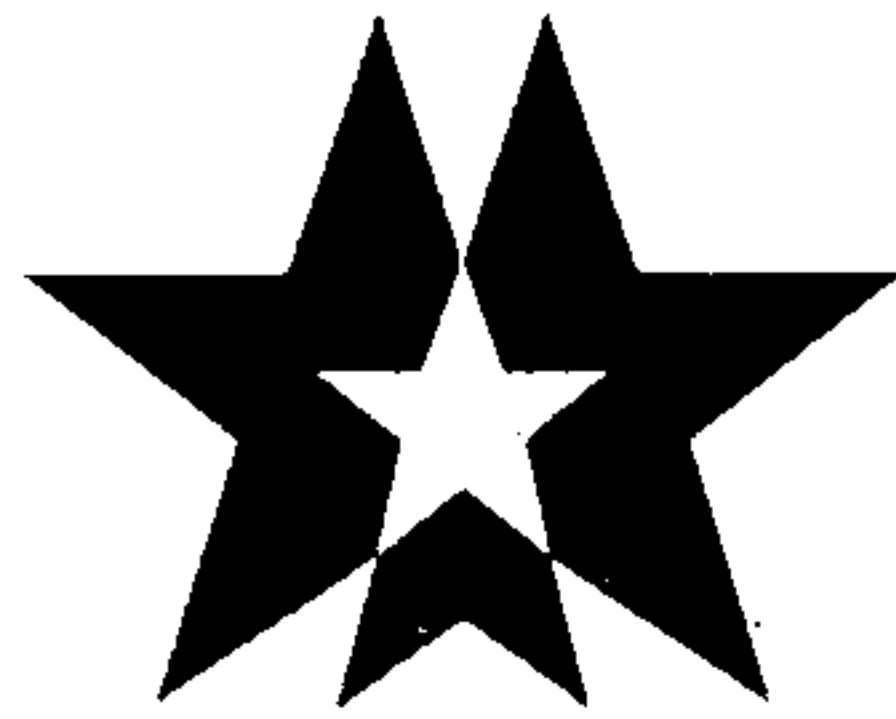
PARTNERSHIP FOR  
A SECURE AMERICA

## Congressional Partnership Program Retreat Spring 2018

### Sunday, May 13<sup>th</sup>

8:00 – 9:00 am	Airlie House – Dining Room Breakfast
9:00 – 12:00 pm	*Group A* Airlie House – Meadow Room National Security Council Simulation <b>National Security Advisor:</b> Mr. Robert Sheldon, Director for Policy – Emerging Threats at the Business Executives for National Security
9:00 – 10:30 am	*Group B* Airlie – Jefferson Room <b>Guest Speaker:</b> Ms. Bonnie Glaser, Senior Advisor for Asia, CSIS <b>Topic:</b> Future of US-China Policy
10:30 – 12:00 pm	*Group B* Airlie – Jefferson Room <b>Guest Speaker:</b> Ms. Melinda Haring, Editor of the UkraineAlert Blog, Atlantic Council and Fellow, Foreign Policy Research Institute & Mr. Thomas Carothers, Senior Vice President for Studies at the Carnegie Endowment for International Peace <b>Topic:</b> Does Democracy Matter?
12:00 – 1:00 pm	Airlie House – Dining Room Lunch and informal conversations with guests speakers
1:00 – 2:00 pm	Informal conversations with guest speakers
2:00 – 5:00 pm	*Group B*

00000000004688



PARTNERSHIP FOR  
A SECURE AMERICA

## Congressional Partnership Program Retreat Spring 2018

Airlie House – Meadow Room

National Security Council Simulation

**National Security Advisor:** Mr. Robert Sheldon,  
Director for Policy – Emerging Threats at the  
Business Executives for National Security

2:00 – 3:30 pm

\*Group A\*

Airlie – Jefferson Room

**Guest Speaker:** Ms. Bonnie Glaser, Senior  
Advisor for Asia, CSIS

**Topic:** Future of US-China Policy

3:30 – 5:00 pm

\*Group A\*

Airlie – Jefferson Room

**Guest Speaker:** Ms. Melinda Haring, Editor of the  
UkraineAlert Blog, Atlantic Council and Fellow,  
Foreign Policy Research Institute & Mr. Thomas  
Carothers, Senior Vice President for Studies at  
the Carnegie Endowment for International Peace

**Topic:** Does Democracy Matter?

5:00 – 5:30 pm

Airlie House – Meadow Room

Wrap-up and Departure from Airlie

00000000004689





PARTNERSHIP FOR  
A SECURE AMERICA

**Congressional Partnership Program**  
**Spring 2018**  
**Senate**

*All invited congressional staff members handle foreign policy and national security topics in their professional office capacity.*

**Asher Allman**

Sen. Roy Blunt  
(R-MO)

**Edward Linczer**

Sen. Tom Cotton  
(R-AR)

**Brian Canfield**

Sen. Jeff Flake  
(R-AZ)

**Sam Mulopulos**

Sen. Rob Portman  
(R-OH)

**Courtney Cardin**

Senate Committee on Homeland  
Security and Governmental Affairs

**Linden Olberg**

Sen. Deb Fischer  
(R-NE)

**Courtney Davis**

Sen. Michael Bennet  
(D-CO)

**Jake Proctor**

Sen. Joni Ernst  
(R-IA)

**Anna Diederich**

Sen. Heidi Heitkamp  
(D-ND)

**Louie Reckford**

Sen. Jeff Merkley  
(D-OR)

**Felipe Galvis-Delgado**

Sen. Martin Heinrich  
(D-NM)

**Daniel Stapelkamp**

Sen. Robert Menendez  
(D-NJ)

**Andrew Kalaris**

Sen. Tim Kaine  
(D-VA)

**Michelle Woods**

Senate Committee on Homeland  
Security and Governmental Affairs

00000000004690